

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1942 Agricultural Conservation Program North Central Region

PROCEDURE TO BE FOLLOWED IN THE COUNTY
AND STATE OFFICES IN FURNISHING
CONSERVATION MATERIALS

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SECTION I - Materials to be Furnished and States Approved for Different Materials.

A. General.

Conservation materials for carrying out approved soil-building practices will be furnished on request in lieu of payments under the 1942 Agricultural Conservation Program in all States in the North Central Region except Nebraska and South Dakota. The materials to be furnished are: liming materials, triple and 20% superphosphate, rock phosphate, gypsum, and a mixed fertilizer (0-20-20) containing superphosphate and potash. The area in which each of these materials will be furnished is set forth in the following subsection.

The cost of conservation materials furnished under this program is borne by farmers receiving the materials by having deductions made from payments earned under the agricultural conservation program. However, since the Government purchases the materials for distribution to the farmers the fundamental governing provisions covering Government purchases contained in section 3709, Revised Statutes of the United States, will be followed.

B. States Approved for Different Materials.

1. Liming Materials will be furnished in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
2. Superphosphate, Triple and 20%, will be furnished in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Because of the limited supply of triple superphosphate, and in consideration of freight costs, it will probably be necessary to furnish only one type of superphosphate in certain areas.

3. Rock Phosphate will be furnished in Illinois.
4. Gypsum will be furnished in Minnesota.
5. Mixed Fertilizer, 0-20-20, will be furnished in Indiana, Michigan, Ohio, and Wisconsin.

SECTION II - Specifications.

A. Liming Materials.

1. Agricultural Ground Limestone. (This material must be in bulk and on a 2000-pound ton basis.)

- a. The material must contain 80 percent calcium carbonate equivalent.
- b. The material must be ground sufficiently fine so that 80 percent, including all the finer particles obtained in the grinding process, will pass through an 8-mesh sieve.
- c. The moisture content at the time of shipment shall not exceed 8 percent.

Note: One or both specifications for "a" and "b" above must be above the minimum so that the multiplication of the percent of calcium carbonate equivalent by the percent of material passing through an 8-mesh sieve will be equal to or in excess of .7200.

- 2. Marl. (This material must be in bulk and on a cubic yard basis.)
 - a. The material must contain a minimum of 70 percent calcium carbonate equivalent.
 - b. The material must be furnished in a condition suitable for spreading.
- 3. Sugar Beet Refuse Lime. (This material must be in bulk and on a cubic yard basis.)
 - a. The material must contain a minimum of 70 percent calcium carbonate equivalent.
 - b. The material must be furnished in a condition suitable for spreading.
- 4. Paper Mill Refuse Lime. (This material must be in bulk and on a cubic yard basis.)
 - a. The material must contain a minimum of 70 percent calcium carbonate equivalent.
 - b. The material must be furnished in a condition suitable for spreading.
- 5. Lead Mine Refuse Lime. (This material must be in bulk and on a 2000-pound ton basis.)
 - a. The lead must be separated by the water table method.
 - b. The sludge must be ground so that the product contains a minimum of 80 percent calcium carbonate equivalent and 90 percent will pass through an 8-mesh sieve.
 - c. The moisture content at time of shipment must not exceed 8 percent.
- 6. Other Liming Materials. Liming materials other than those listed herein can be furnished only on approval by the North Central Division.

B. Superphosphate.

1. Triple Superphosphate - This material will be furnished in 100-pound bags and shall contain approximately 48 pounds available P_2O_5 per bag, which shall be considered the equivalent of 48 pounds P_2O_5 for soil-building credit purposes.
2. 20% Superphosphate - This material will be furnished in 100-pound bags and shall contain not less than 20 pounds available P_2O_5 per bag, which shall be considered the equivalent of 20 pounds P_2O_5 for soil-building credit purposes.

C. Rock Phosphate.

This material will be furnished in 100-pound bags; shall contain not less than 30 percent phosphoric acid (P_2O_5) and shall be ground sufficiently fine so that not less than 90 percent will pass through a 200-mesh sieve.

D. Gypsum.

This material will be furnished in 100-pound bags; shall contain not less than 18 percent of water soluble sulphur with a maximum of 6 percent moisture in addition to water of crystallization, and shall be of such fineness that not less than 85 percent will pass through a 100-mesh sieve.

E. Mixed Fertilizer (0-20-20).

This material will be furnished in 100-pound bags and shall contain not less than 20 pounds P_2O_5 and 20 pounds K_2O per bag.

SECTION III - Establishing Sources of Supply.

A. Triple Superphosphate, 20% Superphosphate, Rock Phosphate and Mixed Fertilizer (0-20-20).

Contracts for these materials will be awarded by the Washington office of the Department of Agriculture, and allotments of such materials will be made to the States.

B. Lining Materials and Gypsum.

Under the supervision of the State committee, county committees will solicit bids for these materials from regular dealers and suppliers and make recommendations for award of contracts to

the State committee. The State committee member authorized to act as contracting officer will make awards and authorize the county committee to proceed with the acceptance of requests for material and placing of orders. Contractors furnishing material will be paid after delivery in accordance with the procedure outlined in Section VI herein.

1. Type of Agreement Entered into with Contractor - It is not possible to adequately determine the amount of lining material that will be ordered in a particular locality, and there are other factors that make it inadvisable for the Government to enter into a contract with the contractor. Therefore, under this program the agreement entered into represents a continuing offer by the contractor to furnish material at the price indicated in his bid, in accordance with the terms of the offer. However, a binding contract is created when orders are accepted by the contractor, making him liable for failure to deliver the amount ordered. The agreement may be terminated at any time by the Government upon proper notice to the contractor for the reasons specified in item 11 of this Section, or by the contractor upon proper notice to the Government. Any question arising in connection with terminating the agreement must be directed immediately to the State committee for consideration.
2. Preliminary Steps in Soliciting Bids - Form NCR-665. The county committee, after analyzing the needs of the county, will request authority from the State committee to solicit bids by entering the following information on Form NCR-665, "Request for Authority to Solicit Bids to Establish Sources of Supply for Conservation Materials," and forward the original and one copy to the State committee for approval. A Form NCR-665 shall be submitted for each type of material desired.
 - a. Material - Kind Desired (Item 1).
 - (1) Indicate the kind of material desired. It is permissible to recommend advertising for more than one kind of material if the needs of the county justify it. In such case, separate advertisements will be necessary and separate forms NCR-665 should be completed by the county committee.
 - (2) Bids may not be solicited for any material not listed in Section I herein without prior approval being obtained by the State committee from the North Central Division.

- (3) No deviation from the specifications, as prescribed by the North Central Division, will be permitted.

b. Area Desired (Item 2) - The area in the county for which a source of supply is desired should be given. For example, the entire county or certain townships. Any "F.O.B. Truck," "F.O.B. Rail," or "Stock Pile" bid solicited shall be for the entire county.

c. Type of Delivery Desired, Prevailing County Prices, and Amount of Material (Item 3).

(1) Check the type or types of delivery desired, such as "F.O.B. Rail," "F.O.B. Truck," "Stock Pile," "Delivered to Farm," and "Delivered to Farm and Spread on Fields."

(2) Estimate the prevailing commercial prices in the county for the types of delivery to be solicited.

(3) Estimate the amount of material to be ordered through December 31, 1942, by types of delivery and total in tons or cubic yards, whichever is applicable.

d. Sources of Supply to be Solicited (Item 4) - The county committee will list regular dealers, truckers, and producers normally supplying material for the area. It is necessary that wide competition be had through sending invitations to bid to all responsible dealers, truckers, and producers in the area.

e. Signature - The chairman of the agricultural conservation association should sign and date the request in the spaces provided therefor.

3. Authorization to Solicit Bids - The contracting officer will

a. enter in item 5 the date bids are to be solicited,

b. enter in item 6 the date and time bids are to be opened,

c. enter in item 7 the names and addresses of additional persons to be solicited, and, if approved,

d. sign and date the form in the spaces provided therefor and return the original copy to the county.

4. Soliciting Bids.

a. Method of Solicitation - U.S. Standard Form 33 (Revised) shall be prepared by the county office.

- (1) No entries shall be made in the spaces for the Invitation No. or Contract No.
- (2) Enter in the proper spaces in the heading the name and address of the county agricultural conservation association.
- (3) Enter in the space for the date the date on which the invitation is made.
- (4) Enter in the proper spaces in the "Invitation" part the time and date for receiving and opening bids. This should be taken from NCR-665.
- (5) Enter the name and title of the chairman of the agricultural conservation association in the proper spaces.
- (6) Enter in the proper spaces, immediately preceding the "Bidder Note," the kind of material, the name of the county and State in which such material is to be furnished and the date when the delivery period is to begin.
- (7) Enter in the blank spaces following "Bids are solicited for items No." the corresponding numbers for the types of delivery desired as given on page 2 of the bid form.
- (8) No entries shall be made by the county office in the bid part of form 33, or on page 2 of the bid form, except in cases where bids are solicited for item 10 or 11.
- (9) If bids are solicited for item 10 or 11, the county office shall enter in the table at the bottom of page 2 the names of the townships for which such bids are solicited.

b. Forms to be Sent to Bidders.

- (1) U. S. Standard Form 33 (Revised), together with sheets 2 and 3 of the bid form in duplicate shall be forwarded to all persons listed on NCR-665 and to any other responsible dealers, truckers, or producers known to the committee.

- (2) If the amount of material which will be used in the county may exceed \$10,000 in value, the county committee should submit to the prospective bidder, with the bid invitation forms, 2 copies of the Walsh-Healey stipulations, which should be made a part of any award made in excess of \$10,000.
- (3) If any person requests permission to bid,, he shall be given an invitation. A copy of the bid invitation shall also be posted in the post office.
- c. Persons Excluded from Bidding - The following persons may not have any interest in a Government contract for lining materials: Agricultural conservation community committeemen, agricultural conservation county office employees, State agricultural conservation committeemen, agricultural conservation State office employees, other Federal employees, and any member or delegate to Congress or Resident Commissioner.

5. Receipt of Bids.

- a. Bids will be received in the office of the county association and held unopened under lock until the date and time of opening, as stated in the advertisement. Any bids received and opened through error prior to the time of opening will be immediately resealed by the person opening same and the envelope signed to show who opened it, and such person shall be held responsible that the contents thereof are not divulged.
- b. Public Opening and Recording of Bids - At the time and date of opening, all bids received shall be opened publicly, read, and the prices bid recorded in a permanent record by the person named in the advertisement, or his representative, at the place mentioned in the advertisement. The bid abstract, Form NCR-667, will be the permanent record. Bidders or their representatives may be present at the opening.
- c. Delayed Bids -
 - (1) Bids presented by hand or received in the mail after the time of opening will be returned to the bidder unopened with a letter of explanation, except in the case where the delay was due to the mails and the post office cancellation mark, confirmed by the Postmaster, clearly indicates that the bid was mailed in proper time and manner to be received in the ordinary course of mails before the time fixed for the opening of bids. In this event the bid should be opened, considered, clearly marked to show the time of receipt, and forwarded, together with its envelope, to the State office along with other bids.

d. Correction in Bids Before Opening.

- (1) Corrections made on bids prior to opening must be initialed by the bidder or must be verified by a statement signed by the bidder, if such bid is to be recommended for acceptance. When this statement is necessary, it must be attached to the original bid. Corrections not initialed on bids which are not to be recommended for acceptance must be noted by a statement made and signed by the county committee. This statement must be attached to such bid for future reference. If at a later date such bid is to be accepted it will be necessary to have the changes initialed by the bidder or a statement obtained from him verifying such change and attached to the original bid when recommended for acceptance.
- (2) Bids can be corrected, amended, or withdrawn by telegraph or letter before the time set for the opening of bids. In such cases the telegram or letter should be held and considered together with the bid at the time of opening.

e. Telegraphic Bids.

- (1) Complete telegraphic bids cannot be considered.
- (2) Telephone or oral bids, or a bid submitted by letter and not on the bid invitation, U. S. Standard Form 33 (Revised), cannot be considered.

f. Correction in Bids after Opening.

- (1) No corrections or modifications in bids will be permitted after the time of opening. Clarification of a bid by the bidder may be considered by the contracting officer.
- (2) Where the price bid is obviously in error, the county committee should verify the price bid by securing a written statement from the bidder which should be attached to the bid when forwarded to the State committee.

g. State or Local Sales Taxes.

State or local sales taxes should not be included in the price bid. It will be necessary for the contractor to sign a certification to the effect that such taxes were not included in the price offered, when his voucher is submitted for payment.

h. Examining Bids -

- (1) The county committee will examine all bids to see that they are properly executed; that no modifications have been made in the terms of the invitation, and that they are signed by the bidders or their authorized representatives.
- (2) In the event an agent signs for a principal, the principal must be disclosed and the county committee must be satisfied that the agent has authority to act in the capacity shown.
- (3) If the identity of the bidder cannot be determined, the bid will not be considered by the State committee.

i. Abstracting Bids -

- (1) The county committee will prepare an abstract of all bids received on Form NCR-667, "Bid Abstract and County Committee Recommendations."
- (2) If a discount is offered, compute the net price and enter it on the bid abstract.

6. Recommendations by County Committee.

- a. Administrative Determination by County Committee - It is the definite responsibility of the county committee to make such inquiries or investigation as may be necessary, with regard to the bidder's source of supply, credit facilities and equipment, to administratively determine the bidder's apparent ability to comply with his offer.
- b. Recommending Low Bidder - Awards must be made to the low bidder unless it is administratively determined by the county committee that he will not be able to comply with his offer.
- c. Exceptions to Recommending Low Bidder - The low bidder has to be recommended except in the following cases:
 - (1) If a bidder specifies "all or none" of a group of townships, or the entire county, as permitted by condition No. 13 under "Supplemental Conditions," and it is clearly to the advantage of the Government to accept such bid, in that the aggregate cost for the area specified is less than the cost

would be if separate awards were made for the individual townships, the bid may be recommended.

- (2) If it is the definite conviction of the county committee, after proper investigation, that the bidder will not be able to comply with the terms of his offer, the low bidder need not be recommended by the contracting officer. It will be necessary in such cases to furnish information to the State office regarding the bidder's financial status, his equipment, experience of the county committee in dealing with him, and any other reasons why the county committee believes the bidder should not be given the award.

d. Tie Bids.

- (1) The county committee should determine whether any factor exists that would result in an advantage to the Government and form a basis for preferring one bidder over another. An example of this would be difference in quality of material, or the fact that one bidder is offering sufficient material to meet the entire needs of the county and another bidder is offering an amount of material that will only partially meet the needs of the county.
- (2) It is possible to recommend the acceptance of bids which are tied. This would be desirable if no bidder has offered enough material to meet the probable needs of the county.
- (3) If no factor exists which would justify accepting one tie bid over another, and it is not desirable to accept all tie bids, the one to be accepted should be determined by lot.
- (4) The receipt of a number of tie bids indicates possible collusion among bidders. In this event, the county committee should investigate such bids and furnish the State office with a statement covering the results of this investigation and their opinion as to whether collusion actually existed.

e. Secondary Sources of Supply.

- (1) In case it is believed that the quantity of material offered by the low bidder is insufficient to meet the needs of the area covered by the bid, and the price offered by the next low bidder is relatively

in line with the usual commercial prices of the material in the area, the county committee should recommend that an award be made to the second low bidder as a secondary source of supply. Secondary sources of supply may be used only after the primary source is exhausted. In addition, if the primary source will provide additional material, his agreement should be increased rather than purchasing from the secondary source.

- (2) It is not desirable to recommend an award to a secondary source of supply unless it is felt that it will be necessary to order material from a secondary source. When an award is made the contractor logically expects to receive some business, which fact should be considered before the county committee recommends a secondary source of supply.

f. Completing Bid Abstract - After the bids have been abstracted and county committee determinations have been made, recommendations for awards should be made to the State Committee by completing Form NCR-667, "Bid Abstract and County Committee Recommendations," in triplicate. The county committee should keep a copy of the abstract in its files at all times as a permanent record.

g. Forwarding Bids to the State Office - The county will forward the following forms to the State office:

- (1) All bids received and the envelopes in which they were sent.
- (2) Two copies of the bid abstract and county committee recommendations, Form NCR-667, "Bid Abstract and County Committee Recommendations."
- (3) All county office correspondence to and from bidders and any additional information or material incidental to the bids.

7. Handling Bids and Related Material in the State Office.

a. Receiving Bids and Related Material, Form NCR-675.

- (1) Post columns 1, 2, 3, and 4 when the request for authority has been received from the county and is approved and returned.

- (2) Time Stamp. Immediately upon receipt of the bids, Forms NCR-667, bid envelopes, and all correspondence pertaining to the bids, each separate sheet should be stamped to indicate the date and time of receipt (preferably on the reverse side in a manner that will not obscure any important entries).
- (3) Post column 5 when the executed bids and related material are received in the State office.
- (4) Assign material to a clerk for a detailed check. The initials of the clerk to whom the material is assigned should be inserted in column 8.

b. Suspensions -

Suspensions shall be prepared on a blank sheet of paper approximately the same size of the bid. In the upper left-hand corner show the name of the county. On the next line, below the county, enter the name of the contractor. On the right-hand side, enter the date of the suspension. Number each separate suspension notation and leave a line between each. After all reasons for suspensions have been noted on the suspension sheet, the clerk should sign at the bottom and then clip the sheet to the bid and other related forms.

c. Determining that All Necessary Material Has Been Received -

Before a detailed examination is made of the recommendations, a check should be made that all forms listed on the bid abstract are present. If any material is missing, a notation of that fact should be made on the suspension sheet.

d. Examining Bids -

Determine

- (1) That all prospective bidders have been solicited by the county by making a cross check of the names appearing on Form NCR-667 and NCR-665.
- (2) That the blanks - name of county association, address, and date - have been properly completed on the bid forms.
- (3) That the name of the material, the county and State, are entered in the spaces provided therefor.

- (4) That the blanks for the amount of material, price, etc., are properly completed by the bidder.
- (5) Whether the aggregate cost of the material offered may exceed \$10,000. If different prices are quoted for different townships assume that each township will receive an equal share of the liming material offered, and by thus averaging the cost of material, determine the probable amount of the award. Where the value of the material offered may exceed \$10,000, determine that item 4 has been completed if the bidder is a manufacturer or dealer. If the answer is "yes" and the Walsh-Healey Act is applicable, determine that the Walsh-Healey stipulations are included with the bid. In the event the Walsh-Healey stipulations are not included with the bid, a notation should be made on the suspension sheet to attach a copy to the bid, if accepted, before transmitting the contract to the North Central Division, and to forward a copy of such stipulations to the bidder with the notice of acceptance. If the answer is "no" or if the Walsh-Healey Act is not applicable because the bidder is a trucker, or because the county committee has knowledge that the value of the material to be furnished under the contract will not exceed \$10,000, a notation should be made on the suspension sheet to limit the contract to \$10,000.
- (6) That no alterations have been made on the printed parts of the form, and that all changes in entries made by the bidder bear the initials of the persons signing the bid.
- (7) That the bid was submitted and dated prior to the time of opening. A bid should be questioned if there is anything about the bid, the envelope in which it was submitted, or any surrounding circumstances that indicate the bid was not actually received in its completed form prior to the date of opening the bid. Accepting bids submitted after the time set for opening removes the fair competition required by law since late bidders may have obtained information that would enable them to unfairly submit the lowest bid.
- (8) That the recommended bid is the lowest submitted. Where a discount has been offered, the county should have indicated on the bid abstract the net prices per ton after taking the discount into consideration. The county committee computations should be checked. The low bid must be accepted, except as provided for in item 6c of this section.
- (9) That the lowest acceptable price bid does not exceed the price for which the material is being sold commercially, as indicated by the estimates submitted by the county at the time authority to solicit bids was requested. (Form NCR-665)

- (10) That the amount of material offered by the bidder is comparable with the needs of the county as estimated by the county on Form NCR-665.
- (11) That no restrictions are made by the bidder which would change the terms of the advertisement. If restrictions or modifications in any manner would permit the bidder to obtain an advantage over other bidders, such bid should be rejected. An example of such restriction would be if a contractor bid on a per ten mile basis.

f. Examining Bid Abstract -

- (1) Determine that all the necessary information on this form has been properly entered.
- (2) In the event any information has been omitted from the form that cannot be supplied in the State office from available information, the form should be returned to the county office for completion.

g. Tie Bids -

- (1) In the case of tie bids, the State office should attempt to determine whether any factor exists that would result in an advantage to the Government and form a basis for preferring one bidder over another. County committees have been instructed to make such determination if possible. An example of this would be difference in quality of material or the fact that one bidder is offering sufficient material to meet the entire needs of the county and another bidder is offering an amount of material that will only partially meet the needs of the county.
- (2) It would be desirable to accept more than one bid for the same area at the same price if neither bidder has offered sufficient material to meet the needs of the county.
- (3) The receipt of a number of tie bids indicates possible collusion among bidders. Any group of tie bids arousing suspicion of collusion should be thoroughly investigated and a report of your investigation submitted to the Washington office.

h. Secondary Sources of Supply -

In case it is believed that the quantity of material offered by the low bidder is insufficient to meet the needs of the

area covered by the bid, and the price offered by the next low bidder is relatively in line with the usual commercial prices of the material in the area, the State committee should make an award to the second low bidder as a secondary source of supply.

8. Making Awards.

No award should be made until all questions concerning the bid to be accepted have been settled.

- a. Type 2 copies of the bid or bids to be accepted (original typewritten copy and 1 carbon copy.) Proof read all typewritten copied material.
- b. Prepare in duplicate Standard Form 1036, Revised, as follows:
 - (1) Enter the contract number and date form is prepared in upper right corner in appropriate spaces.
 - (2) Enter "Agricultural Adjustment Administration" in line for name of "Department or establishment."
 - (3) Enter "North Central Division" in space for "Bureau or office."
 - (4) Enter city and State address of State office in space provided for "location."
 - (5) Enter number of dealers solicited in blank space of item 2(a).
 - (6) Enter in the first blank of the certificate 2(a) (b) or 2(a) - (See note under 2(b) on the form).
 - (7) Enter in the second blank "A" or "B", whichever is applicable.
 - (8) Enter in the third blank space the number of bids received.
 - (9) Enter the name and address of the contractor in the blank space below the certificate. Also enter a statement as to the reason for rejection where an award was made to other than a low bidder. An abstract of all bids lower than that accepted should be entered in this space.
 - (10) The contracting officer should sign the form in the space provided therefor and give his title.

c. Contract Number.

- (1) The State office will number the contracts consecutively beginning with number 1, preceded by the letter "A", the State code number, and "(L42)aa"; for example, A35(L42)aa-1.
- (2) Register of Contract Numbers. A register of numbers shall be prepared showing the contract number and the name of the contractor.
- (3) Enter the number of each contract in the upper right corner of the bid form in the space marked "Contract No. ____." This number will be entered on the original signed bid, the original typed copy, and all carbon copies.

d. Notice of Acceptance - Form NCR-671.

- (1) This form shall be prepared in quintuple, the original and four copies.
- (2) Enter in the proper space at the top of the form the contract number, together with the name and address of the contractor.
- (3) Enter the proper information in the blank spaces in the first sentence of the acceptance.
- (4) Enter the price and unit of material in the spaces provided therefor for the types of delivery accepted.
- (5) If "Farm Delivery" or "Delivery to Farms and Spread on Fields" type of delivery are accepted, the unit should be entered following "per ____" at the top of the table. The prices should be entered opposite the townships in such table.
- (6) If a discount was offered it should be entered in the blank space provided therefor at the bottom of the form.
- (7) Strike out whichever is not applicable, "is" or "is not" in the sentence pertaining to limitation to \$10,000.
- (8) The contracting officer should sign the original and one copy of the form in the space provided therefor and indicate his title. The facsimile signature, or the typed name, of the contracting officer should be inserted on the remaining copies.

- (9) The date of acceptance shall be entered on all copies.

e. Distribution of U. S. Standard Form 33 (Revised), and Related Forms.

- (1) The original Form NCR-671 shall be forwarded to the contractor together with a letter of instructions (see attached sample of NCR-668), and a supply of Forms NCR-463 and NCR-464.
- (2) The signed original of Form 33, a signed copy of the Notice of Acceptance Form NCR-671, and original Form 1036 shall be attached together for forwarding to the North Central Division for transmittal to the General Accounting Office.
- (3) A copy of the bid abstract, NCR-667, and a copy of the Notice of Acceptance, Form NCR-671, shall be attached together for forwarding to the North Central Division for North Central Division use.
- (4) One copy of Form 33, together with a copy of the Notice of Acceptance, Form NCR-671, shall be forwarded to the county association. In case any deliveries will be made in the county by rail, a copy of NCR-673 shall be included.
- (5) The following shall be filed in the State office:
 - (a) Accepted Bids - The original typed copy of Form 33, a copy of the bid abstract Form NCR-667, a copy of Form 1036, and a copy of Form NCR-671 should be placed in a folder and secured by an ACCO fastener. The bid abstract should appear first in the file. The tab on the folder should bear the name of the county, the name of the contractor, and the contract number.
 - (b) Rejected Bids - These should be filed by counties in a folder immediately following the accepted bid folder.

9. Readvertising.

In the following cases the State committee will authorize the county to readvertise:

a. All Bids Originally Rejected -

Where the State committee has rejected all bids received under a prior advertisement and the State committee believes that readvertising may establish satisfactory sources of supply.

b. Insufficient Supply of Material -

Where the amount of material offered by the accepted contractor under the prior advertisement is insufficient to meet the probable demands of the county, and the price offered by the second low bidder does not warrant making an award to him as a secondary source of supply.

c. Original Supply Exhausted -

Where the amount offered by the accepted contractor has been ordered and sufficient additional material cannot be secured through an increase in his contract or by ordering from a secondary source of supply.

d. Agreement Terminated Before Completion Thereof.

Where the agreement has been terminated for any reason.

10. Terminating Agreements - The agreement represents a continuing offer by the contractor to furnish material meeting the specifications and conditions as stipulated in the bid invitation at the prices contained in the contractor's offer. A binding contract comes into effect whenever orders are accepted by the contractor. The contractor will be held liable for failure to deliver material represented by such orders and will be required to pay excess costs which may be incurred in connection therewith.

a. Right of Either Party to Terminate Agreement - The contractor may terminate his offer at any time upon written notice to the Government. After giving such written notice to the Government he is not required to accept any additional orders; however, he must furnish an explanation why cancellation is desired. This statement is necessary as it will be used as a basis to determine if such contractors should be solicited for future business. If cancellation is requested for unjustifiable business reasons, future invitations should not be sent to such contractors. If such contractors request an invitation and bid, then such bids should not be recommended for acceptance.

b. The Government may at any time terminate the award made to the contractor. The Government will terminate the award for the following reasons:

- (1) Where material is delivered that does not meet the specifications as stipulated in the bid invitation unless local conditions may make it necessary to accept material slightly below specifications. In this event make payment therefor at a reduced price. The State office shall decide all such cases.
- (2) Where orders have been placed with the contractor and have not been delivered on schedule or otherwise not in accordance with his offer.
- (3) Where a contractor makes an assignment of his agreement.
- (4) Due to the contractor's failure to meet prevailing commercial prices.

NOTE: If at any time during the period of the agreement lower prices are quoted to the county committee by a responsible contractor other than one originally solicited, or there is a general commercial reduction in price and the county committee believes a lower price can be obtained, such price quotation must be immediately quoted to the State office. Under these circumstances the contractor who has received the award should be given an opportunity to reduce his price to meet the new available price. If he does not do so, the State committee may elect to terminate the agreement and instruct the county committee to readvertise for new bids. Extreme care should be exercised by the State committee to avoid readvertising where the result of the readvertisement would probably result in only a slightly lower price than originally bid. Every effort should be made to obtain the best price within the county. However, efforts to obtain this goal should not be carried to the point where proper protection is not afforded contractors.

11. Increasing Amount of Material to be Delivered Under the Agreement

The amount of material offered by the bidder may be increased by mutual consent of the contractor and the contracting officer when the contractor agrees to provide more material at the same price or a lower price, and the county committee determines that this is the best price that can be currently obtained. If an increase in the amount of the agreement is desired, the county committee should forward the State committee the following:

- a. A memorandum giving the additional amount needed and stating that the price offered is the best price that can be currently obtained.
- b. Attach to the above memorandum a statement from the contractor setting out:
 - (1) That he agrees to deliver material meeting the specifications provided in the original agreement at the same or a lower price. (Giving the price and contract number)
 - (2) The amount he agrees to furnish.
- c. If it appears that it might be possible to secure a better price through readvertising, the county committee should request authority from the State committee to readvertise.
- d. The Walsh-Healey Act applies to all contracts where the amount of the contract may exceed \$10,000. In the case of increasing an agreement where the increase may result in the value of the agreement being in excess of \$10,000, the Walsh-Healey Act will apply to the amount of increase and the undelivered portion of the original agreement at the time of increase. It is necessary that the contractor sign a statement agreeing to comply with the provisions of the Walsh-Healey Act. If the contractor will not agree to comply with the provisions of the Walsh-Healey Act, it will be necessary to limit the increase in the agreement so that the total amount of the agreement will not exceed \$10,000. A trucker's contract, however, cannot be increased beyond \$10,000 in any event.

12. Treating Offers to Decrease Price after Award -

After an award has been made, the contractor may offer to decrease his contract price for a temporary period or for the duration of the contract, and the Government has the right to accept his offer since it is obviously to the advantage of the Government. If a temporary decrease is offered, the contract may later be increased up to but not to exceed the price contained in the original award, provided the language used does not preclude a later increase of price. An example of an offer for a temporary decrease in price is the statement, "Until further notice my price should be decreased \$0.25 per ton." If the contractor furnishes a statement which does not limit the reduction to a temporary period, such as "From now on until the end of my contract my price should be reduced \$0.25 a ton," then under no circumstances could it be increased to the original price. In all cases, offers to decrease prices should be in writing and signed by the contractor and transmitted immediately to the State office. A letter of acceptance should be written by the contracting officer to the contractor, accepting his offer, and two signed copies thereof together with the original offer should be forwarded to the North Central Division. The same procedure must be followed in connection with subsequent

increases in price. County office records should be changed at the time the decreases or increases are properly approved by the State office.

13. Assignment of Agreements -

If a contractor desires to transfer the interest of his contract to another person, he should be advised that such procedure is not permissible. In the event such transfer has been made, the State office should be advised immediately in order that the contract may be terminated. Payments due under a contract may be assigned, however, if such assignment is made in conformance with procedure set forth in Section VI, item G herein.

14. Walsh-Healey Act -

- a. A copy of the stipulations under the Walsh-Healey Act must be furnished prospective bidders if the amount of material to be used in the county may exceed \$10,000 in value. The copy of the stipulations must also constitute a part of all contracts accepted where the amount to be furnished may exceed \$10,000 in value.
- b. Preparation of PC-1 "Notice of Award of Contract,"
Form PC-1 shall be prepared for each contract subject to the provisions of the Walsh-Healey Act as follows:
 - (1) In quadruplicate. Disregard notation on PC-1 as to number of copies.
 - (2) Fill in blanks with information requested. Since no minimum wage has been determined by the Secretary of Labor the word "no" should be entered in the blank space of the following sentence, "Minimum wage determination of the Secretary of Labor in the _____ industry made part of contract."
 - (3) The original and first carbon copy of Form PC-1 should be signed by the contracting officer.
 - (4) Distribution - The original and the first two carbon copies shall be forwarded to the North Central Division with the original signed bid. Do not staple the PC-1 forms to the rest of the file. The third carbon copy shall be retained in the State office files.
- c. Preparation of Forms PC-13 - Poster - Forms PC-13 shall be sent to contractors subject to the provisions of the Walsh-Healey Act in conformance with the following procedure:

- (1) The word "has" in the sentence "a minimum wage has (has not) been determined by the Secretary of Labor for the industry," shall be crossed out by the contracting officer before sending the poster to the contractor.
- (2) Two posters for each plant shown on Form PC-1 as supplying material shall be furnished the contractor,
- (3) A separate letter of transmittal containing information relative to the keeping of employment records required under the Act available for inspection by authorized representatives of the Secretary of Labor shall be sent to the contractor for each plant. (See sample letter attached.)
- (4) When name or address of the plant furnishing the material is different from that of the contractor, add the following note to the bottom of the letter of transmittal: For posting at (name) (address). Where a contractor is a manufacturer the posters are for display in his plant regardless of the type of delivery involved. Where a dealer bids on a delivered basis, the posters are for display at his place of business. If, however, a dealer bids a price f.o.b. the quarry of a limestone producer, then the posters are also for display at the quarry.

SECTION IV - Eligibility.

1. General -

Any farmer who desires to participate in the 1942 Agricultural Conservation Program may be furnished conservation materials in lieu of payment in an amount equal in value to either a part or all of his entire payment as set forth herein.

2. Part of Payment to be Taken in Conservation Materials -

- a. Amount of Material - The value of the total quantity of material furnished any person shall not exceed 70 percent of the payment which the county committee believes will be earned by such person for participation in the 1942 Agricultural Conservation Program.
- b. Kinds of Material - A producer may be furnished more than one kind of material provided the sum of the value of all materials requested does not exceed 70 percent of the estimated payment.
- c. Assignment and Register of Indebtedness Cases. - A producer who has made an assignment on Form ACP-69, "Assignment," of any of his 1942 agricultural conservation payment, and a producer whose name appears or should appear on the Register of Indebtedness, will be eligible for conservation material, provided the amount of the assignment or indebtedness, when added to the value of the material being furnished does not exceed 70 percent of the estimated payment, except that if the indebtedness is for conservation materials furnished under a previous program, conservation materials should not be furnished in connection with the 1942 program.

3. All of Payment to be Taken in Conservation Materials -

- a. Conservation materials in an amount equal to the maximum payment for the farm, including the small payment increase less the deduction for county association expenses, may be furnished for any farm on which the total payment, without including the small payment increase, does not exceed \$40.00 provided:
 - (1) No person who has an interest in the payment for the farm has an interest in the payment or deduction for any other farm in the county.
 - (2) No person who has an interest in the payment for the farm has made an assignment on Form ACP-69, "Assignment," of any of his 1942 agricultural conservation

payment, or is indebted to the United States Government, as indicated by the Register of Indebtedness.

- b. At the time conservation materials are ordered, the farmer shall indicate whether he intends to comply on a non-allotment or on an allotment basis. The value of the materials which he can receive shall then be determined accordingly.
- c. When compliance is checked on farms where the value of material was determined on a non-allotment farm basis, the following procedure shall be followed:
 - (1) If the automatic non-allotment provisions for corn or wheat do not become effective (neither wheat nor corn allotment exceeded by 10 percent), or if the permitted acreage for corn or wheat (15 acres) is exceeded or some other allotment is exceeded, it will be necessary to file an application.
 - (2) If the non-allotment options for corn or wheat become effective but the permitted acreage (15 acres) for corn or wheat is not exceeded, and no other allotment is exceeded, it will not be necessary to file an application for payment unless the farmer is entitled to a parity payment on some crop.
- d. When compliance is checked on farms where the value of the material was determined on an allotment farm basis the following procedure shall be followed:
 - (1) If the automatic non-allotment provisions for farms with corn or wheat allotments become effective, or if the permitted acreage for corn or wheat is exceeded, or some other allotment is exceeded, it will be necessary to file an application for payment.
 - (2) If the permitted acreage for corn or wheat is not exceeded and no other allotments are exceeded it will not be necessary to file an application for payment unless the farmer is entitled to a parity payment on some crop.

SECTION V - Ordering Material

- A. Delivery Other than by Rail - The following forms will be used by the county office and the contractor in connection with other than earlot shipments: ACP-64, "Request for Conservation Materials"; NCR-463, "Delivery Receipt for Other Than Rail Shipments"; NCR-464, "Contractor's Delivery Summary."

1. ACP-64, Request for Conservation Material Should be Prepared as Follows:
 - a. Enter in the spaces provided in the upper right corner the name of the applicant, the State and county code numbers, and the farm number. Make no entry in the blank "Request for Shipment Number."
 - b. Enter "Yes" or "No" in the blank space following "All payment in materials _____", whichever is applicable.
 - c. Enter the program year during which the material is to be used in the proper space.
 - d. Enter the proper information in the blank spaces of the table.
 - e. Enter the name and address of the applicant in the proper spaces.
 - f. Enter the location of the farm in the proper space, giving sufficient information that the contractor will have no difficulty in locating it.
 - g. The applicant should date and sign the request in the spaces provided therefor.
 - h. A member of the county committee should enter the value of the producer's ACP payment available for conservation materials in the proper blanks. (See Section IV)
 - i. A member of the county committee should enter the date and sign the request if satisfactory in the spaces at the bottom of the form.
 - j. The blue copy will be forwarded to the contractor except where the producer desires to go to the source of supply for material, in which case he should be given the blue copy for delivery to the contractor. The original and yellow copy should be held in the county office until the form NCR-464, "Contractor's Delivery Summary" accompanied by the supporting form NCR-463, "Delivery Receipt" is received.
 - k. If a producer is delivered a smaller quantity than the amount requested on Form ACP-64, correct it to show the actual quantity and value of the material delivered. If the amount delivered is larger than the amount ordered, correct the contractor's delivery summary to conform to the amount ordered on ACP-64 and notify the contractor of the correction.

1. After checking the NCR-464 and NCR-463 against Forms ACP-64, the original Form ACP-64, together with NCR-464 and the original NCR-463 should be forwarded to the State office.
- m. File the yellow copy of ACP-64 with Forms RF-12 in the Register of indebtedness in the county office.
2. NCR-463, Delivery Receipt -
 - a. Form NCR-463 will be filled out in triplicate by the contractor, and the farmer or his authorized agent will sign in the lower right corner
 - b. The originals will be attached to the contractor's delivery summaries, NCR-464, and be forwarded to the county office at periodic intervals. The first copy of Form NCR-463 will be given to the producer and the last copy will be retained by the contractor.
3. NCR-464, Contractor's Delivery Summary -
 - a. Four copies of this form are filled out by the contractor.
 - b. The original and two copies will be forwarded to the county association and one copy will be retained by the contractor.
 - c. When received in the county office, Forms NCR-463 and NCR-464 shall be checked against Forms ACP-64 to determine that deliveries have been made in accordance with the approved requests. If Form NCR-464 shows deliveries in excess of the amount ordered on the related ACP-64, Form NCR-464 shall be corrected accordingly and the contractor shall be notified. Such corrections on the NCR-464 shall be initialed by the contractor before this form is submitted to the State office. In cases where the amount delivered was less than the amount ordered, the Form ACP-64 shall be reduced to the amount delivered.
 - d. After thoroughly checking Forms NCR-464 against Forms ACP-64 and NCR-463, the original and one copy shall be forwarded to the State office accompanied by the original Forms ACP-64. One copy shall be retained for the county association file.
- B. Delivery by Rail - The following forms will be used in connection with obtaining conservation materials by rail; Form ACP-64, "Request for Conservation Materials"; Form ACP-66, "Request for Shipment"; Form ACP-67, "Receiving and Inspection Report;" Form ACP-65, "Summary of Requests"; Form ACP-88 or ACP-88, Revised, "Oath of Office and Service Obligation."

1. ACP-64, Request for Conservation Material.

- a. This form will be prepared in the manner described under item A-1. of this Section except that the Aaa number appearing on the related ACP-66 will appear in the upper right corner in the space provided therefor.
- b. All copies of Form ACP-64 will be delivered to the consignee, who will obtain the signatures of the producers in Section III when the conservation material is delivered to them at the railroad siding.
- c. The original ACP-64 will be mailed to the State office together with the Form ACP-65 and ACP-67. The yellow copy will be filed in the county office and the blue copy will be given to the producer.

2. ACP-66, Request for Shipment. This form will be prepared by the county office as follows:

- a. Enter the date delivery is desired, the names and the code numbers of State and county. Enter "North Central" preceding the word "Division." Strike out "Department of Agriculture, Washington, D. C." Enter the name of the county following "Consigned to" and preceding "County Agricultural Conservation Association." Enter the name of the consignee, the address of the county agricultural conservation association as the address of the consignee, the actual point of delivery, and the final railroad or carrier. Enter a complete description of the material ordered, together with the number of tons or cubic yards to be included in the shipment. The State office will determine the minimum carload for lining materials.
- b. This form is only signed in the State office and does not need the signature of the county committeeman.
- c. Distribution - All copies will be mailed to the State office.
- d. The State office will determine, in the case of lining materials, where the cheapest source of supply is located, and shall type the name of the contractor at the bottom of Form ACP-66. The form shall be signed by an authorized person in the State office and shall be forwarded to the contractor with a partially completed bill of lading. A copy of the approved Form ACP-66 shall be returned to the county office.

- e. The State office will be furnished with information as to where to send ACP-66 orders for materials which are supplied under contracts awarded by the Washington office.
- f. Orders for less than a minimum carload of 20 tons of conservation materials, other than liming materials, should not be approved. It is desirable where possible to order carloads of at least 30 tons.

3. Bills of Lading.

- a. The State office will prepare a set of Government bills of lading in the case of liming materials and forward them to the contractor with the original Form ACP-66
- b. Bills of lading for materials other than liming materials will be prepared by the North Central Division.
- c. The contractor will handle the bills of lading by entering the number of pounds actually shipped in the column headed "Weights," the size car ordered, size car furnished, date furnished, initials, car number, name of transportation company, and date loaded; obtain signature of the freight agent and leave all other spaces blank; deliver the salmon copy of the bills of lading to the rail carrier, forward the original and one copy of the bills of lading to the consignee, retain one copy for his files, and forward the two remaining yellow copies to the office which prepared the bill of lading.
- d. Duties of Consignee - The consignee will retain the original and one copy of the bills of lading pending receipt of shipment. When the material arrives the consignee will check all car seals, if any, the condition of the material, and in case of damaged material or shortage he will have the agent for the carrier sign both the original and one copy of the bills of lading, listing the damage or quantity missing. The original bills of lading will be released by the consignee to the last carrier. The yellow copy should be returned to the county office for filing.
- e. In the event a bill of lading is lost, Form 1060, Temporary Receipt, may be used by the consignee to obtain delivery from the carrier, and Form 1061, Certificate in Lieu of Lost Bill of Lading, shall be issued by the office which prepared the original bill of lading.

4. ACP-67, Receiving and Inspection Report.

- a. Upon arrival of a shipment the consignee will notify all producers who have requested material.
- b. Acknowledge receipt of the material by preparing a receiving and inspection report, Form ACP-67.
- c. Enter in the spaces provided the names and code numbers of the State and county, the "Request for Shipment." "Aaa" number, the related bill of lading number, preceded by the symbol B/L in the space provided for the "Request for Shipment Number," the date received, quantity received (expressed in tons or cubic yards), name of the material, name of the manufacturer, actual point of delivery, name of the railroad; indicate zone if farmyard delivery; check where material was received; check how material was delivered, car initials, car number, check type of car, railroad waybill number with its date, the delivery agent's freight bill number with its date; indicate by check if sample was or was not taken. The form shall be signed and dated. In the event of Loss, Damage, or Shortage, the back of this form must be completed and notarized in the proper place. If the salvage costs are not in excess of \$2.00, no charge should be entered for labor or bags.
- d. Distribution. The original and two copies will be transmitted to the State office, and the last copy will be filed in the county office. In the case of liming materials, if there was a loss there should be entered by the State office under "Remarks" a statement as to whether a deduction was made from the vendor's voucher. The original and one copy of Form ACP-67 shall be forwarded to the North Central Division in all cases of loss.

5. Supervising Distribution of Conservation Materials By Consignee.

The consignee will supervise the distribution of conservation materials to see that each producer receives the amount requested on Form ACP-64. Consignee will arrange for the use of a scale if possible for weighing any bulk material which is received. Where scales are not available, the division of the material among the producers may be handled in any manner satisfactory to all interested parties.

6. Completion of Receipt on Form ACP-64.

- a. The consignee will obtain a receipt from the producers on the reverse side of Form ACP-64. It is necessary that all information indicated on the form be supplied.

- b. Distribution. The original white copy will be mailed to the State office accompanied by Form ACP-65; the yellow copy will be filed in the county office, and the producer will be given a blue copy at the time of delivery.

7. Form ACP-65.

- a. The consignee will prepare a Form ACP-65 in triplicate.
- b. In the spaces indicated, enter the name and code number of the State and county, the Aaa request number appearing on Form ACP-66, the name of the material (i.e., ground limestone, marl), name of person designated as consignee, address, and actual point of delivery.
- c. As deliveries are made, the table concerning serial number, name and address of producer should be completed. The serial number will be the corresponding township and farm number appearing on the related Form ACP-64. Units will always be tons or cubic yards, and the quantity will be expressed in tons or cubic yards.
- d. A member of the county committee should approve the form. Disregard space for signature of "Secretary, County Agricultural Conservation Association."
- e. Form ACP-65 for any shipment which is in storage shall be forwarded to the State office at the end of each month until all material is delivered. The first Form ACP-65 shall show the deliveries made during the month and the amount of material remaining in storage. Subsequent forms ACP-65 shall show the amount of material previously delivered, the amounts delivered during the month, and the amount of material remaining in storage.
- f. Distribution. The original and one copy will be mailed to the State office accompanied by properly receipted white copies of supporting Forms ACP-64. The last copy will be filed in the county office.

8. ACP-88 or ACP-88, Revised, Oath of Office.

The person designated by the county committee as consignee must have executed an ACP-88 or ACP-88, Revised, in order to be eligible to act in this capacity.

SECTION VI - Payment to Contractors.

A. General Plan.

1. Other Than Rail Deliveries - Vouchers will be prepared in the State office from contractor's delivery summaries for other than rail shipments for conservation materials furnished under contracts awarded by the State contracting officer.

The State office will receive Form NCR-464, "Contractor's Delivery Summary," together with related Forms NCR-463, "Delivery Receipt," and Form ACP-64, "Request for Material." Individual Forms NCR-463 will be compared with the corresponding Forms ACP-64 to determine that the producers received the correct amount of material ordered and the type of delivery requested. Form NCR-464 will be checked for correct preparation against supporting Forms NCR-463 and ACP-64. Form NCR-464 will be checked against the contract in accordance with this procedure. Public Voucher, Standard Form 1034, will be prepared and scheduled on Standard Form 1064, certified, and forwarded directly to the Regional Disbursing Office for payment.

2. Rail Deliveries.

- a. Vouchers for rail shipments for material furnished under contracts awarded by the State contracting officer will be prepared in the State office.

Form ACP-67, "Receiving and Inspection Report," will be received in the State office and checked against the State office copy of the related Form ACP-66, "Request for Shipment," to determine that the actual amount ordered was received in a satisfactory condition. The State office will prepare Public Voucher, Standard Form 1034, and mail it to the contractor for signature. When the signed voucher is returned to the State office it will be scheduled on Standard Form 1064, certified, and forwarded to the Regional Disbursing Office for payment. Instructions for submitting vouchers and related papers will be furnished by the Washington office to contractors for contracts awarded by the Washington office.

- b. Vouchers for rail shipments for material furnished under contracts awarded by the Washington office will be prepared by the contractor and submitted to the North Central Division.

B. Checking Forms ACP-64, NCR-463, and NCR-464.

1. Forms ACP-64 and NCR-463 - Form NCR-463 should be checked against ACP-64 to determine that the producer has acknowledged receipt of the amount of material ordered on Form ACP-64, and that the material was delivered in accordance with the type of delivery requested.
2. Forms NCR-464 - Form NCR-464 will be checked against the supporting Forms NCR-463 and ACP-64 to determine that the entries made on Form NCR-464 agree with the entries made on Forms NCR-463 and ACP-64.
3. Checking NCR-464 against Contract - Determine:
 - a. That the name of the contractor appearing on NCR-464 is exactly the same as the name of the contractor appearing on the contract. If they do not agree, and it is ascertained that the name as shown on the contract is in error, a statement requesting correction of the name as appearing on the contract should be obtained from the contractor. This statement should be forwarded to the Washington office of the North Central Division for transmission to the General Accounting Office.
 - b. That the contract number appearing on NCR-464 is the same as that appearing on the contract.
 - c. That the unit prices per township are the same as the unit prices shown on the contract.
 - d. That deliveries were made in townships authorized by the contract.
4. Checking Form NCR-464 - Determine:
 - a. That the names of the State and county are shown.
 - b. That the township name, the farm number, and the complete name and address of each producer receiving material are shown.
 - c. That any changes or erasures have been initialed by the payee or his representative.

- e. That column 5 multiplied by column 6, 8, or 10, equals the total cost shown in column 7, 9, or 11, and verify column totals.
- f. That date of delivery on Forms NCR-464 is not earlier than date of award. Payment cannot be made for material delivered prior to date of award.
- g. That the signature of the contractor or his representative appears on the face of the form and on the reverse side thereof under the certification:

"I certify that State or local sales taxes are not included in the amounts billed; that the stipulations required by law and/or under contract, etc., with respect to wages, rights, and hours of work of employees have been complied with in accordance with the stipulations under the contract. I further certify that this bill is correct and just; that payment therefor has not been received; and that except as otherwise noted all of the articles, materials, and supplies furnished, if unmanufactured articles, materials, and supplies have been mined or produced in the United States: and if manufactured articles, materials and supplies, they have been manufactured in the United States substantially all from articles, materials or supplies mined, produced or manufactured, as the case may be, in the United States."

C. Preparation of Public Vouchers, Standard Forms 1034.

- 1. Standard Form 1034, Revised June 8, 1937, should be used.
- 2. Prepare original and one memorandum copy, 1034a.
- 3. Leave blank space headed "D.O. Vou. No."
- 4. In the blank headed "Bu. Vou. No." enter the Bureau voucher number, established as follows:

Each State should establish a register of voucher numbers, prefixed by the State and county code numbers, and followed by a serial number. This number, beginning with the figure "1" and following numerically, will be shown on all copies of the vouchers prepared and on all copies of

Forms NCR-464 or other supporting forms. For example, if the first voucher to be certified covers deliveries of liming materials in Adair County, Missouri, the Bureau voucher number will be 44-001-1. It will not be necessary to maintain a voucher register by counties. Thus, the second voucher number covering deliveries made in Adair County might be 44-001-23.

5. On line headed "U.S." insert "Department of Agriculture, AAA."

Department of Agriculture has been printed on some voucher forms and "AAA" omitted. Be sure to include "AAA."

6. On line headed "Voucher prepared at" enter the name of the city in which the State office is located and the date of preparation.
7. On line headed "The United States, Dr." "To" enter the name of the payee as shown on Form NCR-464.

For rail deliveries the contractor's name will be shown in this space exactly as shown on Standard Form 33.

8. On line headed "Address" enter the address of the payee.
9. Leave blank the space following "Payee's Account No."
10. Leave blank the block headed "Paid By."
11. Leave blank the block headed "General Accounting Office Preaudit."
12. In the space headed "Terms...%...Discount Cash...days," enter the percentage and the number of days in which the discount is effective, if the contract provides for a discount.
13. Leave blank the column headed "No. and Date of Order."
14. In the column headed "Date of Delivery or Service," indicate the dates of the period covered by Form NCR-464. For rail deliveries indicate the date the material was received in the county as shown on Form ACP-67.
15. In the column headed "Articles or Services," describe the material furnished.

This description must be sufficient to identify the material furnished as being the same as covered by the contract, i.e., ground limestone, marl, paper mill refuse lime, etc. "Liming materials" or other general descriptive phrases are not acceptable.

16. In the column headed "Quantity" enter the number of tons or cubic yards delivered, as shown on Form NCR-464, or on Form ACP-67, for each unit price shown.
17. In the column headed "Unit Price," subheaded "Cost," show the current unit price (as shown on Form NCR-464 or on the contract, in case of rail deliveries) on a line directly opposite the corresponding entry in the quantity column.
18. In the column headed "Unit Price," subheaded "Per," enter the words tons or cubic yards, whichever is applicable.
19. In the column headed "Amount" enter the total amount claimed opposite each unit price shown.

EXAMPLE: Items p, q, r, and s.

Quantity	Unit Price		Amount	
	Cost	Per	Dollars	Cents
36	\$ 1.00	ton	36	00
18	1.20	ton	21	60
23	1.50	ton	34	50
32	1.35	ton	43	20

20. For deliveries by rail only, the following certification must appear written across the face of the voucher, "I hereby certify that State or local sales taxes are not included in the amount billed, and stipulations required by law and/or under contract, etc., with respect to wages, rights, and hours of work of employees have been complied with."
21. For deliveries other than by rail, it is not necessary to insert the additional certification mentioned in item "20" since it appears on the reverse side of Form NCR-464 over the signature of the contractor.
22. In the blank headed "Shipped From" show the shipping point, as stipulated in the contract.

This information need only be supplied where a claim is made for f.o.b. quarry type of delivery.

23. The spaces headed "To," "Weight," and "Government B/L No." will be completed only when rail deliveries are made.
24. The space headed "Total" under column "Amount" will indicate the total amount of money claimed.
25. The space headed "Payee":
 - a. For deliveries other than rail enter "See Form NCR-464 attached."
 - b. For rail deliveries only, payee's signature or signature of his authorized representative must appear in this space.
 - (1) In cases where an authorized representative of the payee signs in this space, the signature should be made on the line headed "Per" and his title indicated on the blank headed "Title."
 - (2) For other than rail deliveries the signature of the payee is not required on Form 1034 since the payee's signature will appear on Form NCR-464.
26. Complete block headed "Differences."
 - a. If a "Difference Statement," is issued, deduct the amount of such difference from the total amount of the voucher and place the result in the space "Account verified; correct for."
 - b. If a discount is offered, place the word "Discount" opposite the amount of the discount in this space, and deduct the amount of such discount from the total amount of the voucher, and place the result in the space "Account verified; correct for."
27. Leave blank the line headed "(Signature or initials)."
28. In the blank headed "Contract No." and "Date" enter the contract number and date of contract.
29. Leave blank ^{the} spaces headed "Req.No.," "Date," and "Invoice Rec'd."
30. In the space headed "Approved for ..." enter the amount of money for which the voucher is finally approved. This amount must agree with the amount shown opposite "Account verified; correct for."

31. The line opposite "(Sign original only)" is reserved for the signature of the certifying officer and his title.
32. In the block headed "Accounting Classification" insert the appropriation and account symbol number, and the appropriation title. If the conservation materials furnished for use under the 1942 program were delivered on or before June 30, 1942, the appropriation and account symbol number are: 1222215(21).031-0662. If the conservation materials were delivered subsequent to June 30, 1942, and are applicable to the 1942 Conservation Materials Program, the account symbol number will be 0662, and you will be notified of the appropriation number for the 1943 fiscal year when assigned.
33. Mailing Slip Form AD-105 should be completed as follows and attached to the original of the voucher:
 - a. On line above (Bureau Office) enter "Agri. Adj. Admin." followed by the name of the State office.
 - b. Leave blank the space following "Department's Purchase Order No."
 - c. In the space following "Place of Delivery or Service" enter the name of the county to which the material was delivered.
 - d. Leave blank the space following "Payee's Reference No."
 - e. In the space following "Date or Period," enter the dates of the period covered by the voucher.
 - f. The block reserved for the address should show the name and address of the payee exactly as is shown on the face of the voucher.

D. Discounts.

1. Claims submitted by contractors offering a discount must be given special handling in order that payment can be made within the discount period. In the event a discount is lost due to improper handling, it will be necessary for the certifying officer to prepare a statement explaining the reason for such loss. If this explanation indicates negligence on the part of the employees handling the vouchers, it will be necessary that the responsibility be fixed and the Government reimbursed for the discount lost.
2. Discount periods will be figured from the date a properly executed invoice (Form NCR-464) or voucher is received in the county office for other than rail shipments. In the case of rail shipments the date the material is received at the destination as evidenced by

Form ACP-67 will be used. If it becomes necessary to return the claim to the contractor due to the fact that the claim has not been properly submitted, due to his error, or if there is a delay on the contractor's part in returning the voucher, the discount period will begin upon receipt of the correct form in the county or State office as the case may be.

E. Deductions on Vouchers.

1. Reasons for Making Deductions -

- a. When Form NCR-464 claims payment for more material than is receipted for on NCR-463.
- b. When contractor claims at a rate in excess of that stipulated by contract.
- c. When shortages in material are reported for which the contractor is definitely responsible.

Shortages for which the carrier is responsible should not be deducted from the contractor's bill.

If shortage is reported on a rail shipment which is determined to be the fault of the carrier, the Washington Office of the North Central Division should be forwarded a copy of ACP-67.

2. Method of Making Deductions -

- a. In all cases where the audit reveals that a bill will be certified in an amount different from the amount claimed, a "Difference Statement," Form NCR-674 (Referred to in above procedure as "Difference Statement," with no reference as to form number), will be prepared in triplicate, describing the deduction made on the face of the voucher.

- b. This form will be completed as follows:

- (1) The heading will show:

Payee's name exactly as it appears in the contract and on the voucher.

Period of voucher or date of service.

Date of preparation.

(2) The following information will be shown in the body:

Amount claimed.

Amount certified.

Amount deducted.

This difference must be supported by the computation by which the approved amount is derived, the explanation of the error, or a statement of the circumstances or conditions upon which the deduction is based.

c. Distribution of "Difference Statement" -

Original should be attached to the voucher to accompany it through the payment procedure.

One copy mailed direct to payee.

One copy to be attached to the copy of the voucher remaining in the State office.

F. Procedure for Scheduling Vouchers.

1. Special Handling of Discount Vouchers -- When the vouchers are received from the persons performing the audit they should be immediately examined and all vouchers containing a discount period should be segregated and given special handling.
2. Preparation of Standard Form No. 1064, Revised -
 - a. Standard Form No. 1064, Revised, hereinafter referred to as Form 1064, will be used in scheduling the vouchers.
 - b. Prepare Form 1064 in septuple (original and six copies).
 - c. Enter in the space above the words "Department or establishment" the word "Agriculture."
 - d. Enter in the space above the words "Bureau or office" the letters "A.A.A." and the name of the State office.
 - e. Enter in the space following the word "By" the name of "G. F. Allen."
 - f. Enter in the space above the words "Title or rank" the words "Chief Disbursing Officer."
 - g. Enter in the space above the word "Station" the name of the city and State in which the Regional Disbursing Office is located.

- h. Enter in the space following the word "Period" the name of the month in which it is expected that the payments scheduled on Form 1064 will be made.
- i. Enter in the space following the words "Symbol No." the symbol number of the Assistant Disbursing Officer. The symbol numbers are:

<u>Regional Disbursing Office</u>	<u>D. O. Symbol No.</u>
Chicago, Illinois	78-607
Cleveland, Ohio	78-604
St. Louis, Missouri	78-608
Kansas City, Missouri	78-610
Minneapolis, Minnesota	78-609

- j. Enter in the space following the words "Bureau Schedule No." the Bureau Schedule Number. Assign number "1" to the first set of forms and assign consecutive numbers to succeeding sets of such forms. The schedule number is then preceded by an identification of the applicable program, that is, "42-CM-1". This will indicate that the schedule covers vouchers being certified for the 1942 Conservation Materials Program. For the 1943 Conservation Materials Program the schedule number would be "43-CM-1."
- k. Enter in the space following the word "Date" the date of preparation.
- l. Make no entries in the first two columns.
- m. Enter in the column entitled "Bureau or Office Voucher No." the administrative number shown on each sheet of the Form 1034 covered by Form 1064.
- n. After entering the administrative number for a Public Voucher, enter on the same line in the column entitled "Payee" the full name of the payee exactly as it appears on both the contract and the face of the voucher.
- o. If the voucher being scheduled offers a discount, the capitalized words "LAST DISCOUNT DATE" shall be entered directly under the name of the payee and underlined. Immediately below "LAST DISCOUNT DATE" enter the date such discount will expire.
- p. Enter in the column headed "Symbol of Appropriation or Fund" the symbol of the applicable appropriation. (Do not insert the account symbol number. The symbol number of the appropriation need not be repeated.

- q. Enter in the column entitled "Amount" the "Approved for \$..." amount shown on the voucher.
 - r. Enter the word "Total" on the last line of Form 1064, and enter the total of the amounts in the column headed "Amount."
 - s. Enter at the bottom of the form above the word "Title" the title of the certifying officer.
 - t. The original form 1064 shall be referred to the State Accountant to be stamped "Funds Available" after which the certifying officer shall sign the original of the form.
3. Distribution of Form 1064 and Supporting Forms.
- a. Forward the original and four copies of Form 1064 to the Regional Disbursing Office, together with the original vouchers, Forms 1034, original of the "Contractor's Delivery Summary," Forms NCR-464, and be sure that the Mailing Slips, Forms MD-105, are attached to each voucher. Stamp one copy of Form 1064 "Forward to Control Accounts and Reports Section, Agricultural Adjustment Administration, Washington, D. C."
 - b. Forward one copy to the State Accountant.
 - c. Retain one copy in the Scheduling Unit.
 - d. When a copy is returned from the Disbursing Office, the Scheduling Unit should transfer the additional information which has been placed on the form by the Disbursing Office to their file copy of the Schedule. The form returned by the Disbursing Office should then be forwarded to the State Accountant.

G. Assignment of Payments.

- 1. Under the "Assignment of Claims Act of 1940" an assignment of money due or to become due under a public contract involving payments of \$1,000 or more may be made to banks, trust companies, or other financial or lending institutions. The Act does not authorize assignment of the contract itself, and irrespective of an assignment by a contractor of the money due or to become due, the contractor is charged with the duty of performing the contract in accordance with its terms. It therefore is the responsibility of the contractor to execute certificates on vouchers, invoices, etc., as required by the contract. In this connection, no money is due and payable by the United States until such certificates are executed by the contractor, and since it is his responsibility to establish that an amount is due and payable under the contract, it is not necessary to obtain a certification in that respect from the assignee.

2. In assignment cases, two sets of the "Notice of Assignment", CM-41-5A (original and three copies) should be executed by the assignee in accordance with the instructions on the reverse side thereof. One set should be addressed to the General Accounting Office, Washington, D. C., and the other should be addressed to the contracting officer. A true copy of the instrument of assignment should be attached to each set of the "Notice of Assignment" and both sets should be forwarded to the State office. One set shall be forwarded by the State office to the Washington office of the North Central Division for forwarding to the General Accounting Office. The original of the other set, with the instrument of assignment, shall be retained in the State office, and the three copies with the receipts properly signed by the contracting officer shall be returned to the assignee. One copy of each receipt returned to the assignee should be retained by him for his own records, and two copies of each such receipt should be attached to the first voucher submitted for payment. One copy of each such receipt should be retained in the State office, and the other copy of each such receipt should be forwarded with the original voucher.
3. A true copy of the instrument of assignment may consist of
 - a. A duplicate original containing all signatures, seals, acknowledgments, etc., which appear on the original,
 - b. A complete photostatic copy of the original, or,
 - c. An accurate and complete copy including signatures, seals, acknowledgments, etc., which may be typewritten, provided such copy is certified as being a true copy by a Notary Public or other officer authorized by law to administer oaths.
4. It is not necessary for the assignee to make a specific claim under a valid assignment for an amount established to be due and payable under a particular contract. In order to insure that payments are properly made, to prevent frauds against the United States, and to protect the rights of all parties involved, it should appear from an examination of the voucher and Form NCR-464 that the contractor recognized the assignment, its validity, and the right of the assignee to receive the payment.
5. In assignment cases the name of the assignee should be entered in the space for the payee at the top of the voucher in the following manner: John Doe (Assignee, authorization filed). The contractor shall not be required to sign the voucher if the following or similar statement has been entered by him on

Form NCR-464: "Payment for this material shall be made to _____, Assignee, whose address is _____." This statement shall be entered at the bottom of Form NCR-464 immediately above the space for the contractor's name. If this statement has not been entered on Form NCR-464, the contractor should sign the certificate on the voucher in the space provided for the payee's signature below the certification relative to performance and payment. The notation "See NCR-464" may be inserted in the blank space after the contractor's signature.

6. No form will be provided for making assignments. Any instrument of assignment containing in substance the following wording will be acceptable:

"I hereby assign the moneys due or to become due me under Contract No. _____ dated _____, to _____, whose address is _____. This assignment is made pursuant to the Assignment of Claims Act of 1940."

7. The assignment should be signed and dated by the contractor making the assignment, and his signature should be witnessed.

- H. Open Market Purchases. - Open market purchases can only be made with the approval of the State office. Payments shall be handled in the same manner as for payments under contracts except that no reference shall be made to any contract. It will also be necessary for the contracting officer to submit a statement with each voucher to the effect that it was necessary to make the purchase for immediate use and the price paid was the best that could be obtained in the area at that time.

SECTION VII - Sampling and Testing.

A. Sampling.

It is important that sufficient samples be taken of all conservation materials furnished to insure farmers securing materials that meet the specifications under the contracts awarded by the Government.

1. Bulk Material - Under the conservation materials program, lining materials shall be furnished in bulk.
 - a. Carlot Shipments - It is unnecessary to sample each car-load of lining material that is supplied. However, it is suggested that the original shipment from each source of supply be sampled and that additional samples be taken as often as the county committee deems it necessary to insure

the producers of obtaining material meeting specifications of the contract. Samples should be taken from several places in the car. These should be thoroughly mixed, and then the proper amount desired for the sample to be tested should be quartered out. At least a pound of material is necessary for proper analysis. Samples should be forwarded to the State office. (Proper identification would include car number, Aaa shipping request number, name and address of shipper, and date of shipment.)

- b. Other Than Carlot Shipments - A representative of the county committee will obtain samples of liming material at the quarry or contractor's shipping point during the period when requests for material are being filled by the contractor. In taking samples of liming material at the quarry, insofar as possible, the sample should be taken from moving material as it comes from the crusher. In taking a sample from a stock pile or from a loaded truck, care should be taken to get as nearly a representative sample as possible. This will necessitate taking samples from different places on the pile or load, thoroughly mixing the individual samples, and then quartering out the amount desired for the sample to be tested. Samples will only be obtained by the county committee as often as are deemed necessary by them to insure that the material being delivered meets contract specifications. Samples taken at the quarry or contractor's shipping point should be identified by giving the date of the sample, contractor's name, and the address of the quarry or shipping point where the sample was taken. Any producer who receives liming material may obtain analysis of the material furnished him if he will provide the county committee with a sample.

2. Bagged Material - Mixed fertilizer (0-20-20), gypsum, 20% and triple superphosphate, and rock phosphate, which are furnished in bags, shall be sampled in conformance with the following procedure:

- a. The State office shall advise the counties when to take samples so that every tenth car of material shipped into the State by a contractor is sampled. This can be accomplished by the State office keeping a record from the State office copies of the bills of lading received, and requesting the county to which a particular shipment is being made to forward a one-pound sample to the State office for testing.
- b. Samples should be taken from at least ten bags in each carload of material which is tested. The individual samples should be thoroughly mixed and then a sample for testing should be quartered out.

- is
- c. If it/^{is}found that the material being furnished does not meet specifications, samples should then be taken from all subsequent shipments received in the State from the company until it is definitely determined that the material being furnished does meet specifications.
 - d. Samples should be forwarded to the State office in moisture proof bags properly identified as to county and State code numbers, Aaa order number, car number, name and address of contractor, and date sample was taken.

B. Testing.

1. Analysis -

Samples of conservation materials shall be forwarded to the State office of the AAA for analysis either in the laboratory established in connection with the commodity loan laboratory; in some other laboratory in the State with which arrangements have been made for testing samples, or for transmission to the Washington office if facilities are not available in the State. Any arrangements which are made for testing in the State must be approved by the Washington office.

*2. Analysis Reports -

- a. A report of each analysis made, properly identified, shall be furnished the conservation materials unit of the State office.
- b. Each report shall be examined to see that the sample tested met the specifications of the contract.
- c. If on examination of the report it is found that the material contained in the sample did not meet the specifications, the county shall be advised and instructed to submit two or more additional samples for analysis. The county shall notify the producer of the result of the first analysis and if the material is considerably below specifications shall instruct him not to make any further deliveries until the results of the additional tests are received. Material which is slightly below specifications may be accepted and payment made at a proper reduction in price.
- d. Analysis reports on materials for which contracts are awarded by the Washington office shall be forwarded to the North Central Division.

- e. The analysis reports shall be filed in the State office and shall be kept in such order as to be available for submitting summary reports to the Washington office when requested.

SECTION VIII - Deductions, Penalties, Refunds.

A. Deductions.

A deduction from the producer's 1942 agricultural conservation payment will be made in the amount of the net cost to the Government of the conservation materials furnished the producer. A deduction from the producer's payment will be made even though he refuses to take delivery of the material requested by him.

B. Penalties.

1. Misuse - If conservation materials are used in such a manner as not to earn soil-building credit, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.
2. Failure to Use During Program Year - Where a producer obtained conservation material but did not use such material during the program year, he should be allowed to use the material the following year provided he obtains permission from the county committee. The county committee may permit the producer to retain the material for use during the following year, or if the needs of the county are such that the material is needed for distribution to other farmers for immediate use may require the return of the material. When the material is retained for use during the following year, the deduction for the value of the material should be made from the payment for the program year during which it was furnished. If in the following year the material is used in accordance with the provisions of the program for such year, soil-building credit will be given for the application of the material. If the material is misused, or is not used during the program year for which it was obtained, and permission to use it during the following year was not secured from the county committee, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.
3. Intended Use During Following Program Year - Upon approval by the county committee, if material is obtained during one program year and it is indicated on the order that it is for use during the following program year, no deduction shall be made from the payments earned by the farmer during the program year in which the material was delivered. Such material shall be handled as if it were delivered during the program year in which it is intended for use. The county committee, in approving requests for material for use during the following year,

should take into consideration the availability of material and should not approve such requests where there is not sufficient material to meet the immediate needs of the county.

C. Refunds.

If the value of the material supplied a producer is in excess of his 1942 agricultural conservation payment, the excess amount shall be repaid to the Government. The refund shall be in the form of a postal money order, certified check, or cashier's check, payable to the Treasurer of the United States, and forwarded to the State office with a memorandum explaining the circumstances. In the event the refund cannot be obtained, the producer's name should be placed on the Register of Indebtedness.

SECTION IX - Forms.

A. NCR-Forms.

The following "NCR-" forms are used in connection with the Conservation Materials Program.

1. Form NCR-463 - "Delivery Receipt" - When the present supply is exhausted the new revised form will be Form NCR-663 - "Delivery Receipt."
2. Form NCR-464 "Contractor's Delivery Summary" - The new revised Form NCR-664 will contain a space for the Bureau voucher number and a new certification by the contractor on the face of the form. The old forms will be used until the present supply is exhausted.
3. Form NCR-661 - "County Progress Record for Conservation Materials" -
4. Form NCR-662 - "County Record of Carlot Shipments"
5. Form NCR-665 - "Request for Authority to Solicit Bids to Establish Sources of Supply for Conservation Materials"
6. Form NCR-667 - "Bid Abstract and County Committee Recommendations"
7. Form NCR-668 - "Sample Letter to Contractor"
8. Form NCR-669 - "County Conservation Material Report" - This report is to be submitted to the State office at the end of each month unless requested more often by the State office.
9. Form NCR-670 - "State Conservation Material Report" - This report is to be submitted to the North Central Division at the end of each month.

10. Form NCR-671 - "Notice of Acceptance"
11. Form NCR-672 - "Contractor's Supply Record"
12. Form NCR-673 - "Cost Schedule of Conservation Materials for Rail Shipments"
13. Form NCR-674 - "Difference Statement"
14. Form NCR-675 - "Bid Receiving and Progress Record"
15. Form NCR-676 - Walsh Healey Letter.

It will be necessary for the State office to mimeograph a sufficient supply of all NCR forms other than Forms NCR-463, -464, and 671, which will be furnished by the North Central Division.

B. ACP- Forms.

1. Form ACP-64 - "Request for Conservation Materials" - The old forms will be used until the present supply is exhausted.
2. Form ACP-65 - "Summary of Requests."
3. Form ACP-66 - "Request for Shipment."
4. Form ACP-67 - "Receiving and Inspection Report."

C. Standard Forms.

1. U. S. Standard Form 33 (Revised) - "Invitation, Bid and Acceptance."
2. Standard Form No. 1034-Rev. - "Public Voucher for Purchases and Services Other than Personal."
3. Standard Form 1036 - "Statement and Certificate of Award."
4. Standard Form 1058 - "Government Bill of Lading."
5. Standard Form 1060 - "Temporary Receipt."
6. Standard Form 1061 - "Certificate in Lieu of Lost Bill of Lading."
7. Standard Form 1064 - "Schedule of Disbursements."
8. Standard Form 1080 - "Voucher and Adjustments Between Appropriations and/or Funds."

COUNTY PROGRESS RECORD FOR CONSERVATION MATERIALS

 rial

 (Marl, ground limestone, etc.)

(Marl, ground limestone, etc.)

524-

[illegible]

Request for Authority to Solicit Bids
To Establish Sources of Supply For Conservation Materials

County _____

1. State kind of material to be solicited. _____
2. Areas to be covered by this solicitation.
- (a) Entire county _____ (yes or no)
- (b) If answer to (a) is "no" list names of townships below.
- | | | | |
|-----------|------------|------------|------------|
| (1) _____ | (8) _____ | (15) _____ | (22) _____ |
| (2) _____ | (9) _____ | (16) _____ | (23) _____ |
| (3) _____ | (10) _____ | (17) _____ | (24) _____ |
| (4) _____ | (11) _____ | (18) _____ | (25) _____ |
| (5) _____ | (12) _____ | (19) _____ | (26) _____ |
| (6) _____ | (13) _____ | (20) _____ | (27) _____ |
| (7) _____ | (14) _____ | (21) _____ | (28) _____ |

3. Check type (s) of delivery to be solicited and enter estimated prevailing commercial prices for county and estimated amount of material, by types and total, to be used through December 31, 1942:

	<u>Estimated Price</u>	<u>Estimated Quantity</u>
(a) F.O.B. Truck ()	\$ _____	_____
(b) F.O.B. Rail ()	\$ _____	_____
(c) Stock Pile ()	\$ _____	_____
(d) Delivered to Farms ()	\$ _____	_____
(e) Del. to Farms & Spread on Fields ()	\$ _____	_____
Total		_____

4. List below the names of persons to be solicited.

(1) _____	(10) _____
(2) _____	(11) _____
(3) _____	(12) _____
(4) _____	(13) _____
(5) _____	(14) _____
(6) _____	(15) _____
(7) _____	(16) _____
(8) _____	(17) _____
(9) _____	(18) _____

Signature: _____, 194____.

(Chairman, Agricultural Conservation Association) (Date)

ENTRIES BELOW TO BE MADE IN THE STATE OFFICE.

5. Date bids are to be solicited _____, 194____.
6. Date and time bids are to be opened _____, 194____ at _____
7. Names and addresses of additional persons to be solicited.
- | | |
|-----------|---------------|
| (1) _____ | Address _____ |
| (2) _____ | Address _____ |
| (3) _____ | Address _____ |
| (4) _____ | Address _____ |

Approved: _____ State of: _____

(Contracting Officer) Date: _____, 194____

(County)

(State)

Date of Solicitation 194 . Date of Opening 194
(Month) (Day)

Tons of
Cubic Yards

[illegible]

1	()	9	(
2	()	10	(
3	()	11	(
4	()	12	(
5	()	13	(
6	()	14	(
7	()	15	(
8	()	16	(

Note: Indicate low bid recommended by encircling that figure in red. If recommendation is made for other than the low bid, encircle that figure in green and explain reason for rejection of the low bid below.

Show below all prices offered (Less Discount):

[illegible]

Townships	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												

SPREAD ON FIELDS

Townships	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												

(Date)

Chairman, County
Agricultural Conservation Committee

NCR-668

SAMPLE LETTER TO CONTRACTOR

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

Dear Sir:

We are enclosing a copy of your proposal to furnish conservation material (which has been accepted) and samples of forms which it will be necessary for you to keep.

In cases of deliveries other than by rail, you are authorized to accept orders on Forms ACP-64, "Request for Conservation Materials Under the Agricultural Conservation Program," signed by persons whose names appear on the attached list. Forms ACP-64 will be either mailed to you by the county committee or brought to you by the farmer or someone representing him. However, delivery should not be made to anyone without a properly signed Form ACP-64, or it will be necessary for you to collect the cost of the material from the person to whom delivery is made instead of the United States Government.

Delivery receipt, Form NCR-463, must be completed in triplicate for each delivery. The signature of the farmer or his agent must be contained on all copies. You should keep the pink sheet marked "Contractor's copy," give the yellow copy marked "Applicant's copy," to the farmer or his agent.

When you send the county office Form NCR-464, "Contractor's Delivery Summary," explained below, you should attach the original Form NCR-463, "Delivery Receipt," covering all deliveries listed on the summary. An original and three copies of Form NCR-464, "Contractor's Delivery Summary," should be prepared on the first and fifteenth day of each month or more often if desirable during the time deliveries are being made. Form NCR-464 should be prepared carefully as follows, since this form, together with the farmer's receipt, will be the basis upon which you will receive payment for the material.

Preparation of NCR-464.

1. A separate set of Forms NCR-464 has to be prepared for each county in which deliveries were made during the report period.
2. Prepare an original and three copies.

3. Insert the contract number and the name of the State and county in the spaces indicated.
4. Enter in Column (1) the name of the township appearing on Form ACP-64.
5. Enter in Column (2) the farm number appearing in the upper right corner of ACP-64.
6. Enter the name and address of the applicant in Column (3) as it appears on Form ACP-64.
7. Enter opposite each producer's name in Column (4) the date of delivery.
8. Enter in Column (5) the unit price of the material for the township.
9. Enter in Column (6), (8), or (10), whichever is applicable, the number of tons or cubic yards delivered. If delivery is in cubic yards, strike out the word "Tons" in the heading of these columns and enter "Cu. Yds."
10. Enter in Column (7), (9), or (11), whichever is applicable, the total cost of the material delivered.
11. Total Columns (6) to (11), inclusive.
12. You or your authorized agent should sign and date all copies of NCR-464 in the spaces provided.
13. Please write a letter to the Chairmen of the county committees listed on the attached sheet and advise them of the name or names of persons who will sign this form for you.
14. Retain the blue copy marked "Contractor's Copy" of this form and send the original and two copies to the county office named in the upper right corner of the form.

When the county receives properly prepared Forms NCR-464, accompanied by the "Delivery Receipts," they will immediately check them and, if correct, send them to this office. This office will treat the delivery summary as an invoice, provided your signature appears below the following certification on the reverse side of the form:

"I certify that the above bill is correct and just; that payment therefor has not been received; and that except as otherwise noted all of the articles, materials, and supplies covered by this invoice, if unmanufactured articles, materials, and supplies, have been mined

or produced in the United States, and, if manufactured articles, materials, and supplies, they have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States; and that State or local sales taxes are not included in the amounts billed."

This invoice, together with a Public Voucher, Standard Form 1034, will be forwarded to the Disbursing Office for issuance of your check.

In case of shipments by rail, Forms ACP-66, "Request for Shipment," will be forwarded to you by this office, properly signed by one of the persons whose names are shown on the attached sheet as authorized to approve Forms ACP-66. This will be your complete authorization to make the shipment. In the case of rail shipments, you will not receive Forms ACP-64 and will not use Forms NCR-463. Disregard that part of Form ACP-66 below the statement "For Use of Washington Office." Accompanying the Form ACP-66 will be an original and five copies of a partially completed Government Bill of Lading which should be completed by you as follows:

1. Enter the number of pounds actually shipped in the column headed "Weights."
2. Fill in the blanks:
 - (a) "Size car ordered"
 - (b) "Size car furnished"
 - (c) "Date furnished"
 - (d) "Initials"
 - (e) "Car Number"
 - (f) "Name of transportation company"
 - (g) "Date" (Date loaded)
3. Obtain the signature of the freight agent following the word "per" on the line marked (agent).
4. Leave all other spaces blank.

Deliver the salmon copy of the Bill of Lading to the railroad carrier and forward the original and one yellow copy to the consignee designated on Form ACP-66. One yellow copy may be retained for your files and the two remaining yellow copies should be forwarded to this office as soon as possible after the Bill of Lading is completed.

After the material is received in the county and Form ACP-67, "Receiving and Inspection Report" is received from the county, Public

Voucher, Standard Form 1034 will be prepared by this office and sent to you for signature. After signing the voucher, forward the original and one copy to this office and retain a copy for your files.

In case of any question you can get in touch with us and we will be glad to help you.

Very truly yours,

Chairman, _____ State
Agricultural Conservation Committee.

County Conservation Material Report

- 61 -

County, State of _____ For 1942 Program through _____ 194_

Kind of Material _____

Type of Delivery	Contractor		Contractor		Contractor	
	No. of	Amount	No. of	Amount	No. of	Amount
Orders	Ordered	Delivered	Orders	Ordered	Orders	Ordered
Totals to Date	Totals to Date	Totals to Date	Totals to Date	Totals to Date	Totals to Date	Totals to Date
F.O.B. Truck	:	:	:	:	:	:
F.O.B. Rail	:	:	:	:	:	:
Stock Pile	:	:	:	:	:	:
Delivered to Farms	:	:	:	:	:	:
Spread on Fields	:	:	:	:	:	:
TOTAL	:	:	:	:	:	:

Type of Delivery	Contractor		Total - All Contractors		County Balance	
	No. of	Amount	No. of	Amount	Orders	Amount
Orders	Ordered	Delivered	Orders	Ordered	Not	Amount not
Totals to Date	Totals to Date	Totals to Date	Totals to Date	Totals to Date	Placed	Delivered
F.O.B. Truck	:	:	:	:	:	:
F.O.B. Rail	:	:	:	:	:	:
Stock Pile	:	:	:	:	:	:
Delivered to Farms	:	:	:	:	:	:
Spread on Fields	:	:	:	:	:	:
TOTAL	:	:	:	:	:	:
Approved: _____	Chairman Agricultural Conservation Association		Date		194_	

Note: If any figures in contractors tables are less than those on the previous report, give an explanation on the reverse side. No. of Orders and Amount Ordered to be taken from Form NCR-660, Amount Delivered from Forms NCR-661 and 662.

State Conservation Material Report
(Summary of Forms NCR-669)

State of ----- For 1942 Program through ----- 194

Type of Delivery	Kind of Material		Kind of Material	
	No. of	Material	No. of	Material
Counties using this Mat'l	:	:	:	:
Total Placed with Contractors	:	:	:	:
No. of: Amount	:	:	:	:
Orders: Ordered	:	:	to Date	Amount
Delivered	:	:	Orders: Ordered	: Delivered
F.O.B. Truck	:	:	:	:
F.O.B. Rail	:	:	:	:
Stock Pile	:	:	:	:
Delivered to Farms	:	:	:	:
Spread on Fields	:	:	:	:
TOTAL	:	:	:	:
State Balance	:	:	:	:
Orders: Amount	:	:	Total Amount	:
Not	:	:	Not	:
Placed	:	:	Placed	:
Delivered	:	:	Delivered	:
F.O.B. Truck	:	:	:	:
F.O.B. Rail	:	:	:	:
Stock Pile	:	:	:	:
Delivered to Farms	:	:	:	:
Spread on Fields	:	:	:	:
TOTAL	:	:	:	:

Approved -----, Agricultural Conservation Committee Date ----- 194

Note: If any figures shown under "No. of orders," "Amount Ordered" or "Amount Delivered," on this report are less than those on the previous report, give an explanation on the reverse side.

U.S. Dept. of Agriculture
Agri. Adjust. Adminis.
North Central Division

State _____

County _____

COST SCHEDULE OF CONSERVATION MATERIALS FOR RAIL SHIPMENTS

Unit Price on carlot shipments.

Kind of material _____

[illegible]

The price to producers will vary from the above schedule when delivery is made to other unloading points within the county, due to the variance of freight rates.

Approved for State Committee

Date: 194

NCR-674

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
STATE OFFICE

DIFFERENCE STATEMENT

S. A. Dixon & Son
PAYEE

5/1-15/42
PERIOD

May 28, 1942
DATE

=====

Amount Claimed	\$289.85
Amount Certified	280.50
Difference	<u>\$ 9.35</u>

Claimed:

93.50 tons @ \$3.10 = \$289.85

Allowed:

93.50 tons @ \$3.00 = \$280.50

Difference \$ 9.35

Attached forms NCR-464 indicate delivery of 93.50 tons
at \$3.10 per ton. Contract is \$3.00 per ton.

APPROVED:-----

Name

Title

1

[illegible]

NCR-676

WALSH-HEALEY SAMPLE LETTER

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Date

Name (Taken from first page of contract)

Address

Gentlemen: Attention of (get this name from first page of contract)

Under contract A35(L42)aa-1, in connection with this Department's award to you for lining material, your particular attention is invited to the fact that as performance of this contract is subject to all of the representations, stipulations, and provisions of Public Act Number 846, Seventy-fourth Congress, entitled "An act to provide conditions for the purchase of supplies and the making of contracts by the United States, and for other purposes," and to the Regulations prescribed by the Secretary of Labor pursuant to Section 4 of said Act, you are required to post a copy of the stipulations in a prominent and readily accessible place at the site of the contract work, and to keep such employment records as are required in the Regulations under the Act available for inspection by authorized representatives of the Secretary of Labor. (See Article 501 of the Walsh-Healey Act.)

For your use in connection with the required posting of the stipulations, I am sending you, at the request of the Administrator, Public Contracts Act, U. S. Department of Labor, _____ copies of the required poster prepared by the Department of Labor. If you fail to receive these copies, or if you require additional copies, you should immediately advise the undersigned.

Very truly yours,

Contracting Officer, _____
State

Agricultural Conservation Committee

Note:

When name and address of plant, or either, are different from those appearing above, add note here:

For posting at (Name) (Address)

